



JOB DESCRIPTION

Title: **DEPUTY CITY ATTORNEY**
Department: Attorney
Class Code: 2150
FLSA Status: Exempt
Effective Date: July 1, 1984 (Rev. 10/2012)
Grade: 32

GENERAL PURPOSE

Under the general direction of the City Attorney, the Deputy City Attorney represents the City as legal counsel in civil and criminal matters, including administrative and court proceedings. The Deputy City Attorney is responsible for management and administration as directed by the City Attorney.

EXAMPLE OF DUTIES

- *-- Serves as Attorney to the Planning and Zoning Commission, the Board of Adjustment, the Licensing Hearings Officers and Boards, and the Building Board of Appeals.
- *-- Researches criminal and civil case law; prepares draft opinions and legal memoranda.
- *-- Drafts ordinances.
- *-- Serves as lead counsel on all City land use issues and represents the City on Code Enforcement issues.
- Represents the City in litigation before Federal and State Courts and administrative agencies; represents the City in appeals before Federal and State Appellate Courts.
- Responds to citizen questions about applicable law.
- Assumes certain office administrative duties and responsibilities.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited law school with a JD degree, plus 5 years of experience, preferably in the public sector with emphasis on municipal law.

Special Requirements

- Must be a member of the Utah Bar Association at the time of appointment.

Necessary Knowledge, Skills and Abilities

- Working knowledge of federal, state, municipal law and legal terminology with emphasis on municipal law; working knowledge of the city departments and their legal needs.
- Skill in writing; skill in absorbing raised issues and evaluating conflicting contention.
- Ability to communicate effectively verbally and in writing; ability to apply very general arguments to very specific instances.
- Ability to deal with the public directly under trying circumstances.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.